

BID OPENING: DECEMBER 12, 2008.

BIDS SHALL BE PUBLICLY OPENED AT 11:00 A.M., PREVAILING WASHINGTON, D.C. TIME.

ANY QUESTIONS BEFORE AWARD CONCERNING THESE SPECIFICATIONS CALL FRANK YATOR (202) 512-1239 (AST 5). NO COLLECT CALLS.

#### FACSIMILE BID SPECIFICATIONS

U.S. Government Printing Office (GPO)  
Washington, DC

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 8-02)).

**"DISPUTES:** GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at <http://www.gpo.gov/printforms/pdf/contractdisputes.pdf>. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions."

PRODUCT: 12 page self-cover pamphlet.

TITLE: Instructions for Form 6251

CATALOG NUMBER: 64277P.

ITEM: Instructions for Form 6251 (Rev. 2008).

QUANTITY: 340,807 copies (15,845 folded; 324,962 flat), plus or minus none.

TRIM SIZE: 8-1/2 x 11", bind on the 11" dimension.

GOVERNMENT TO FURNISH: Electronic transfer will be via email or File Transfer Protocol (FTP), in Portable Document Format (PDF) generated from Adobe Acrobat 7.0 or later (We will supply a color composite PDF file, and all fonts will be embedded in the files at the PDF level). Do not unembed fonts! This may result in a loss of data. The PDFs are backward compatible to Adobe Acrobat 5.0. Prior to image processing the contractor is responsible for checking files to insure that such features as bleeds, register marks, and correct file output selection have been provided for, so as to correctly output for printing. The contractor must supply necessary trapping. High-resolution image processors must be used if generating from film.

Form 2040 in a PDF fill-able Adobe Acrobat 8.0 file format provided via email.

Two fill-able IRS carton labels will be provided via email. Label one for parcel post packages (Forms 6153-A with an image size 7-7/8 x 5), the second one for container shipping (Form 6153 with an image size of 7-3/4 x 4-5/8). Contractor must reproduce as necessary to accomplish shipping and mailing.

IRS Document 12336 (Packing Requirements for Standard Stuffers) via email.

IRS Pallet Specifications via email.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

Contractor is required to have Internet access, provided through an Internet Service Provider (ISP), an email account and a web browser equivalent to Internet Explorer 6.0 or Netscape 4.0. The print contractor is also required to have Adobe Acrobat 7.0 Standard (or higher) software (not Adobe Reader). The contractor must furnish an email address for the IRS to email all electronic files in order to avoid any lapse in service.

**Basic Check of Furnished Media and Files:** Prior to image processing, the contractor is responsible for performing a basic check (preflight) of the furnished media and files. If any errors, media damage, or data corruption that might interfere with proper file imaging are discovered during inspection by the contractor, contact the printing specialist for new files. If you are unable to work out problems with the agency, further instructions should be requested from the GPO Contract Administrator.

This preflight should identify any problem areas with the digital file submission and should include but not be limited to missing or damaged fonts, improper trim size and/or margins, only low resolution files included for illustrations, and improper color definition. The contractor is also responsible for adjusting copy for trim size and folds, and defining proper file output selection for the imaging device being used. All furnished files must be imaged as necessary to meet the assigned Quality Assurance Through Attributes Program (QATAP) level.

**Note:** Files received in unusable condition will be replaced by IRS on an expedited basis. It is the contractor's duty to report such occurrences to the IRS Resident Coordinator, or Bartholomew S. Truitt at 202-622-6606 as soon as discovered.

**PROOFS:** None required.

**STOCK/PAPER:** The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12" dated February 2008.

**White/Natural (Must be light shade) Newsprint,** basis weight: 28 to 30 lbs. per 500 sheets, 24 x 36", must be equal to JCP Code A10.

**PRESSWORK:** Prints head-to-head in black ink. Pages 1 thru 12 print head to head in black ink.

**MARGINS:** Head 1/2", and center left and right.

**BINDING:** Paste on fold or saddle-wire stitch in two places, on the 11" dimension. Fold 15,845 copies from 8-1/2 x 11" to 8-1/2 x 3-2/3". **Balance of copies (324,962) do not fold.**

**PACKING:**

**Folded Copies (IRS copies only)**

Band under pressure, 15,840 folded copies in units of 110 with heads in the same direction and full size #41 binders' boards (approx. 0.049" thick) on top and bottom, with a 3" wide paper band around the 3-2/3" dimension (See: IRS Document 12336, Packing Requirements for Standard IRS stuffers, furnished). Paper bands must be guaranteed not to break under normal handling and shipping conditions.

**Specifications for corrugated cardboard:** Corrugated mailing board, 35 x 45 inches, plus or minus 1/8", double-faced, kraft or chip. Bursting strength, average, not less than 60 lb/in<sup>2</sup>; thickness of corrugating medium, average, 0.009 inch; nominal thickness of finished board, 1/8 inch. Cut corrugated cardboard with "rib" long to better enforce packaging.

The standard stuffer 8-1/2 x 3-2/3" shall be packed in bundles 1) with all inserts facing the same way; 2) with corrugated cardboard on the top and bottom (the open sides will permit the user to determine the direction of the stuffers when preparing for use in automated equipment; 3) no higher than 3-1/2" tall (after being compressed for banding); 4) banded in the center of the stack with plain kraft paper (non-adhesive) 3" wide; 5) with kraft band secured with some type of adhesive or tape that does not come in contact with the stuffers in

any way; and 6) packed securely in cartons to avoid shifting.

**NOTE: Do not use shrink-wrap, plastic wrap, or enclose the stuffer bundles in any way.**

For 15,840 folded forms, pack six (6) bundles (total of 660 folded forms) per carton. Carton weight must not exceed 32lbs. when fully packed.

To facilitate carton packing, three to five individually banded bundles may be wrapped together with one layer band of 3-inch plain kraft paper, secured in the same way as the individual bundles.

**Flat Copies (IRS copies only) -----**

Pack 660 copies per carton. All cartons must be packed solid with a maximum weight of 28 to 32 lbs. per carton. No internal wrapping or tying. Place full size corrugated boards on top, bottom, and vertically between stacks. Pack copies in 2 equal stacks per shipping container.

All Copies: Pack solid in corrugated or solid fiber shipping containers, bursting strength: 200 p.s.i., minimum. Bottom flaps may be glued, stapled, or sealed with 2 to 3" polyester tape (minimum 65 lbs./inch transverse tensile strength). The cartons, if stapled, must be stapled before packing and without damage to the product; no staples are to be on the top.

Cartons are to be sealed at the top with 2 to 3" paper or polyester tape (not reinforced). Approximate carton size is 17-1/2 x 11-1/2 x 8". Contractor must determine exact dimensions of carton in accordance with folded and/or trim size and weight of the product produced. All shipping containers / cartons will require an IRS Form 6153 attached.

**PALLETS:** Pallets are required.

Pallets for IRS consignments: Pallets must be type III and must conform to the Federal Specifications NN-P-71C, and any amendments thereto except for dimensions and single center stringer (must not be double stringer). Pallets are 48" in length and 40" in width and must not exceed 5" in height. Full entry MUST be on the 40" width. Strict adherence to these dimensions is necessary to accommodate storage requirements of IRS distribution centers. Receipt of incorrect pallets may result in a charge for each incorrect pallet which will be assessed against the contractor. This charge will cover additional costs incurred by IRS to re-palletize the shipment onto correct pallets. After award contractor will be provided with diagram showing exact construction of pallets.

**PALLETIZING:** Cartons shall be stacked on pallets using a reverse layer pattern, 9 cartons per layer, with a maximum height of 55", including pallet or a maximum of 7 layers. Cartons must be fastened securely to the pallet in a manner that will prevent movement during transit but permit ready removal without damage to the cartons at destination. Neither metal strapping nor pallet caps are to be used. There must be no more than one partial pallet per destination.

**LABELING AND MARKING** (package and/or container label): Reproduce IRS shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

**Product Quality Levels:**

- (a) Printing Attributes -- Level IV.
- (b) Finishing Attributes -- Level IV.

**Inspection Levels** (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests -- General Inspection Level I.
- (b) Destructive Tests -- Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Electronic media

**QUALITY ASSURANCE RANDOM COPIES:** The contractor **MUST** submit 200 quality assurance random copies, at the completion of production, to test for compliance against specifications. The contractor must divide the entire order into equal sub-lots and select one copy from a different general area of each sub-lot. The contractor will be required to execute "Certificate of Selection of Random Copies", furnished by GPO, certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

These randomly selected copies must be packed separately and identified by a special Government-furnished pink label, affixed to each affected container. Additional labels, if needed, are to be reproduced on pink stock. The container and its contents shall be recorded separately on all shipping documents and sent at contractor's expense, by traceable means, to U.S. Government Printing Office, Printing Procurement, Stop: PPSQ, Room A-843, Quality Assurance Section, Washington, DC 20401.

A copy of the SPECIFICATIONS and the signed Government-furnished "Certificate of Selection of Random Copies." must be included with the Quality Assurance Random Copies.

The contractor is required to complete and email Form 2040 daily to the IRS when shipping begins. Form 2040 is in a PDF fillable Adobe Acrobat 6.0 file format. The majority of the information will be included in the report from the IRS to the contractor, but the contractor is responsible for the verification and correctness of information supplied back to the IRS. If there is any information missing or incorrect, please contact Bartholomew S. Truitt at 202 622-6606.

The contractor must update the Electronic Form 2040 and transmit it via email to the IRS each day. Any delay or missed input could result in delay of payment.

**DISTRIBUTION:** Ship f.o.b. destination and f.o.b. contractor's city as indicated below.

Must be full quantities all consignees. No shortages will be accepted. Must label carton using attached IRS form 6153; Streamlined or recreated labels will not be accepted. Carton label will be provided to contractor when job is awarded.

Ship f.o.b. destination to arrive at destinations by 12/23/08:

Deliver 200 **quality assurance random** copies to the GPO address stated in the specifications.

Deliver 10 (**5 flat; 5 folded**) sample copies to IRS/W&I Tax Products, Attn: Bartholomew S. Truitt RM 6239/IR, 1111 Constitution Ave NW, Washington, DC 20224.

Deliver 5 **flat** copies to IRS/Communications, Attn: CL:C:MR Room 7046, 1111 Constitution Ave. NW, Washington, DC 20224.

Deliver 10 **flat** copies to IRS/Chief Counsel, Attn: CC:PSI Room 5300/IR, 1111 Constitution Ave. NW, Washington, DC 20224.

Deliver 5 **flat** copies to the Library of Congress, Attn: Exchange & Gift Division, 101 Independence Ave. SE, Washington, DC 20540.

Deliver 1,320 **folded** copies (2 cartons) to IRS/Austin Campus, Austin Warehouse Shipments, 2021 Woodward St., Austin, TX 78741-7805.

Deliver 5,280 **folded** copies (8 cartons) to IRS/KC AWSS, Warehouse MS 1424, 333 W Pershing Rd, Kansas City, MO 64108-4302

Deliver 6,600 **folded** copies (10 cartons) to IRS/EG&G Atlanta Campus Warehouse, REFM Logistics 404-338-7062, 4587 Winters Chapel Rd STE 459, Atlanta, GA 30360-2705.

Deliver 1,980 **folded** copies (3 cartons) IRS/EG&G Crystal Warehouse Cor, EG&G Contact 978-580-8912, 25 Industrial Way, Wilmington, MA 01877-3473

Deliver 660 **folded** copies (1 carton) to IRS/PHILA IRS Center, REFM Logistics 215-516-6781, 11601 Roosevelt BLVD. Philadelphia, PA. 19154-2107

Deliver 199,320 **flat** copies (302 cartons) to IRS/National Distribution Center, W:CAR:MP:M:L:NDC:B:WH, 1201 N Mitsubishi Motorway, Bloomington, IL 61705-6613.

Deliver 2 **flat** copies marked "Depository Copies - A Item 0964-E" to the U.S. Government Printing Office, Depository Receiving Section, 44 H Street, NW Loading Dock, Wash., DC 20401.

Deliver 15 **flat** copies marked "File Copies" to the Library of Congress, Madison Building, Anglo-American Acquisition Division, Government Documents Section, C Street (between 1st & 2nd), SE, Washington, DC 20540.

Ship f.o.b. contractor's city (using UPS account number to to furnished by IRS) by 12/23/08:

Ship 125,400 **flat** copies (190 cartons) to 156 nationwide locations in full carton quantities. Excel Distribution List will be furnished after award.

Unscheduled material, such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

IRS requests a phone number, fax phone and email address for a contact at the contractor's plant.

#### SCHEDULE:

Purchase order number by telephone by December 12, 2008.

Furnished electronic media will be received on December 12, 2008

Ship complete (f.o.b. contractor's city copies) and deliver (f.o.b. destination copies) on or before December 23, 2008.

Form 2040 is to be updated and emailed daily to the IRS when shipping begins.

Toll Free WATS lines to the GPO are available to successful bidders to report information regarding compliance with schedule requirements under "SCHEDULE". The toll free number is 1-800-424-9470 or 9471, and for calls originating in the Washington, DC area, (202) 512-0516 or 0517. Personnel answering these calls will be unable to respond to questions of a technical nature. These calls cannot be transferred to other telephones in GPO.

OFFERS: Offers must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications. In addition, a price must be submitted for each additional 1,000 copies flat and 1,000 copies folded. The price for additional quantities must be based on a continuing run, exclusive of all basic or preliminary charges and will not be a factor for determination of award.

SUBMIT WRITTEN BIDS TO: U.S. Government Printing Office, Bid Section (PPSB), Room C-161, 36 H St. NW, Washington, DC 20404.

FACSIMILE BIDS ARE PERMITTED. Submit facsimile bids to FAX number 202-512-1782, one bid per facsimile. Refer to Solicitation Provisions in GPO Contract Terms (GPO Publication 310.2), Page 1, Para. 6.

Note: With each bid submitted, whether written or facsimile, bidder must provide a duplicate copy.